

Pre-K New Director Training

Pre-K Basics



Pre-K Basics

- Teacher Requirements
 - Credential Requirements
 - Creditable Years of Experience (CYE)
 - Salary Requirements
- Pre-K Funding
 - Pre-K Rate/Per Child Estimate Chart
 - Payment Calculation
 - Pre-K Payment Advice
- Expenditure Basics & Record Keeping
- Student Enrollment & Documentation
- Staffing Requirements
- Program Support & Monitoring

**you
can
do
this**

SCRATCH PAPER STUDIO

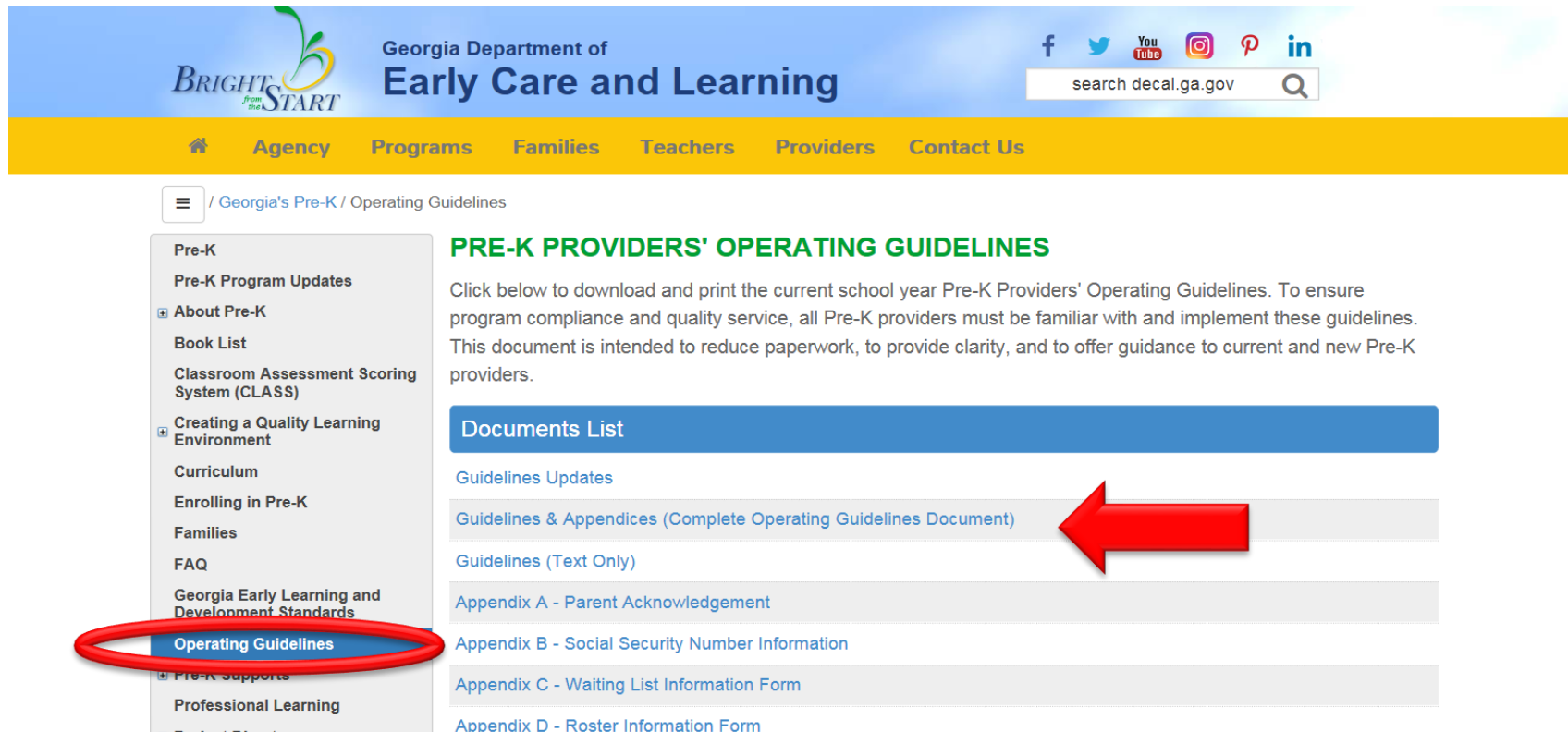


Pre-K Providers' Operating Guidelines

This document outlines the requirements and regulations for operating a Georgia's Pre-K Program. To ensure program compliance and quality service, all Pre-K providers must be familiar with and implement these guidelines. This document is intended to provide clarity and to offer guidance to current and new Pre-K providers.

Where can I find the guidelines?

www.dec.al.ga.gov



The screenshot shows the website for the Georgia Department of Early Care and Learning. The header includes the logo "BRIGHT START from the Georgia Department of Early Care and Learning" and social media icons for Facebook, Twitter, YouTube, Instagram, Pinterest, and LinkedIn. A search bar is also present with the text "search dec.al.ga.gov". The navigation bar lists "Agency", "Programs", "Families", "Teachers", "Providers", and "Contact Us". The sidebar on the left shows a menu with "Operating Guidelines" highlighted by a red circle. The main content area is titled "PRE-K PROVIDERS' OPERATING GUIDELINES" and includes a paragraph explaining the purpose of the guidelines. Below this is a "Documents List" with several links. A large red arrow points to the link "Guidelines & Appendices (Complete Operating Guidelines Document)".

Georgia Department of
Early Care and Learning

search dec.al.ga.gov

Agency Programs Families Teachers Providers Contact Us

/ Georgia's Pre-K / Operating Guidelines

Pre-K
Pre-K Program Updates
About Pre-K
Book List
Classroom Assessment Scoring System (CLASS)
Creating a Quality Learning Environment
Curriculum
Enrolling in Pre-K
Families
FAQ
Georgia Early Learning and Development Standards
Operating Guidelines
Pre-K Supports
Professional Learning

PRE-K PROVIDERS' OPERATING GUIDELINES

Click below to download and print the current school year Pre-K Providers' Operating Guidelines. To ensure program compliance and quality service, all Pre-K providers must be familiar with and implement these guidelines. This document is intended to reduce paperwork, to provide clarity, and to offer guidance to current and new Pre-K providers.

Documents List

Guidelines Updates
Guidelines & Appendices (Complete Operating Guidelines Document)
Guidelines (Text Only)
Appendix A - Parent Acknowledgement
Appendix B - Social Security Number Information
Appendix C - Waiting List Information Form
Appendix D - Roster Information Form

Teacher Requirements



Professional Development (Section 15)

- Professional Development free of charge
- Providers should not:
 - Register a teacher for training not intended for the teacher
 - Register a teacher for more than one training
 - Register a teacher for training previously attended.
- Review the training history page in the GaPDS for your teachers to determine what DECAL training they have taken in the past.

Professional Development

- No shows, repeat training or incorrect training for teaching staff will result in a \$50 charge (15.7).
- Use Pre-K funds to cover training expenses such as lodging & meals for overnight, parking, etc. (15.9).
- Late Arrival Policy
- 24 hour cancellation policy

Georgia's Pre-K Training Guide

 / [Georgia's Pre-K](#) / Project Directors 

Pre-K

Pre-K Program Updates

+ About Pre-K

Book List

Classroom Assessment Scoring System (CLASS)

+ Creating a Quality Learning Environment

Curriculum

Enrolling in Pre-K

Families

FAQ

Georgia Early Learning and Development Standards

Operating Guidelines

+ Pre-K Supports

Professional Learning

+ Project Directors

Search for Pre-K

Starting a Pre-K Program

Summer Transition Program

+ Teachers

PROJECT DIRECTORS

Project directors are responsible for appropriately implementing Georgia's Pre-K Program. Many resources are available on this website to assist directors in effectively managing their program and in making quality improvements to the Pre-K classroom.

The following is a list of items and/or documents to support you in implementing Georgia's Pre-K Program.

Project Director Resource List:

[Pre-K Providers Operating Guidelines](#)

+ **Child Registration and Waiting List Information Forms**

[Order Georgia Birth Certificate Online](#)

- Georgia's Pre-K Training

- [Georgia's Pre-K Training Guide](#)
- [Enrolling Staff for Training](#)

+ **Georgia's Pre-K Credential Information**

+ **Teacher Salary Information and Resources**

[2018-2019 Georgia's Pre-K Rate/Per Child Estimate Chart](#)

Teacher Credential Requirements

Approved Credentials (12.3 and 13.3)

- Lead Teacher
 - Early Childhood Education or ECE Related Bachelor's Degree OR
 - Bachelor's Degree not related to ECE and (TCC, TCD, Associate) OR
 - Certified (T4) or Certified Masters (T5) by Georgia Professional Standards Commission (GaPSC)
- Assistant Teacher
 - Valid Paraprofessional Certificate OR
 - Valid Child Development Associate (CDA) Credential or Technical Certificate of Credit (TCC) or Technical College Diploma (TCD)
 - Refer to Guidelines for complete list of accepted credentials.

Teacher Credential Requirements

- The Georgia Professional Standards Commission (GaPSC) reviews transcripts and credentials for the GaPDS to verify an individual teacher's credentials and degrees (15.1).
- Until a teacher is enrolled in the GaPDS, the eligibility to serve in the lead or assistant teacher role has not been established.

Georgia Professional Development System (GaPDS)

gapds.dec.al.ga.gov



Georgia Professional Development System
for Early Childhood Educators

Login / Register

Help ?

Home Find Training

The GaPDS

- ✓ Gives all Georgia Early Care and Education Professionals a profile that keeps job history, diplomas and certificates on file forever
- ✓ Gives teachers and directors an easy way to update their credentials and degrees
- ✓ Has one place to search for and register you and your staff for training



GaPDS is an Innovative Resource Developed Especially for Early Care and Education Professionals

Bright from the Start: Georgia Department of Early Care and Learning

www.dec.al.ga.gov

GaPDS Verification



Georgia Professional Development System for Early Childhood Educators

Find Training Training History Manage Admin Verify

Username:

PDS #:

Profile Status: Active

Career Level: 9

Renew Date: Dec 31, 2016

Icon Legend

Submit Document to PSC

Document Received by PSC

Verified by PSC

Verification Failed

Expired

Verified by Trainer

Print Certificate

Upload Evidence

View Evidence

Delete Evidence

Updated by PSC

PDS Profile

[Back to Training History](#)

COMMENTS

[Add Comment](#)

	Updated	Comment
1	07/31/2014 02:23:48 PM	Consultation Type: Phone
2	07/17/2014 10:30:54 AM	Consultation Type: Phone
3	10/12/2010 01:53:32 PM	Remaining entries submitted on 10/9 have not been received
4	10/12/2010 01:45:57 PM	No legacy file

County of Residence: Cherokee

PSC CERTIFICATIONS INFORMATION

PSC Certifications and Education Information:

Certificate ID:

Certification Level: 4

PSC National Board Certifications:

No PSC National Board Certifications Found

PSC Field Data:

Type	Category	Field
------	----------	-------

GaPDS Verification

Icon Legend

- Submit Document to PSC
- Document Received by PSC
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- Verification Failed
- Expired
- Verified by Trainer
- Print Certificate
- Upload Evidence
- View Evidence
- Delete Evidence
- Updated by PSC

[Help](#)

Updated	Comment	By
1 01/14/2016 02:03:16 PM	Consultation Type: Phone	Jraime_19

County of Residence: Fulton

Education Information

Secondary Education:

High School Degree: Yes Evidence:

Post-Secondary Education:

	Level	Institution / City	Major / Minor	Degree Date	Evidence
1	Bachelor Degree	University of Minnesota Minneapolis	Early Childhood Education	05/14/2011	

TRAINING INFORMATION

	Training Type	Training Information	Date Completed	Clock Hours	Action	Evidence
1	Approved Entity Training	2015-2016 GA's Pre-K New Lead Teacher Training Bright from the Start: Georgia Department of Early Care and Learning -	01/13/2016	12.00		

GaPDS Verification

Icon Legend [? Help](#)

- Submit Document to PSC
- Document Received by PSC
- Verified by PSC
- Verification Failed
- Expired
- Verified by Trainer
- Print Certificate
- Upload Evidence
- View Evidence
- Delete Evidence
- Updated by PSC

No comments found

County of Residence: Cobb

PSC CERTIFICATIONS INFORMATION [? HELP](#)

PSC Certifications and Education Information:

Certificate ID:

Certification Level: 4

PSC National Board Certifications:

No PSC National Board Certifications Found

PSC Field Data:

Type	Category	Field	Current Issue Date	Validity End Date
T	Std Professional	FLD808 EARLY CHILDHOOD EDUCATION (P-5)	02/02/2016	06/30/2021

PSC Level Data:

Level	Degree	Institution	Major	Effective Date	
1	4	Bachelor Degree	Kennesaw State University	Early Childhood Education	07/01/1996

Ask teachers to provide their GaPSC information

Icon Legend

- Submit Document to PSC
- Document Received by PSC
- Verified by PSC
- Verification Failed
- Expired
- Verified by Trainer
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[Help](#)

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1	01/14/2016 02:03:16 PM	Consultation Type: Phone	Jraime_19

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Evidence:

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1	Bachelor Degree	University of Minnesota Minneapolis	Early Childhood Education	05/14/2011	

TRAINING INFORMATION

	Training Type	Training Information	Date Completed	Clock Hours	Action	Evidence
1	Approved Entity Training	2015-2016 GA's Pre-K New Lead Teacher Training Bright from the Start: Georgia Department of Early Care and Learning -	01/13/2016	12.00		

Lead Teacher – Look for **Qualifies for GA Pre-K Lead**

Username:

PDS #:

Profile Status: Active

Career Level: 9

Renew Date: Dec 31, 2017

Qualifies for GA Pre-K Lead

Icon Legend

Submit Document to PSC

Document Received by PSC

Verified by PSC

Verification Failed

Expired

Verified by Trainer

PDS Profile

[Back to Training History](#)

COMMENTS

[Add Comment](#)

	Updated	Comment
1	07/31/2014 02:23:48 PM	Consultation Type: Phone
2	07/17/2014 10:30:54 AM	Consultation Type: Phone
3	10/12/2010 01:53:32 PM	Remaining entries submitted on 10/9 have not been receive
4	10/12/2010 01:45:57 PM	No legacy file

Assistant Teacher – Look for a career level of 4 or higher.

Username:

PDS #:

Profile Status: Active

Career Level: 5

Renew Date: Dec 31, 2017

con Legend

Submit Document to PSC

Document Received by PSC

Verified by PSC

Verification Failed

Expired

Verified by Trainer

Print Certificate

Upload Evidence

View Evidence

Delete Evidence

Updated by PSC

Back to Training History

COMMENTS

Add Comment

	Updated	Comment
1	10/13/2016 08:42:58 AM	Good morning, Thank you for submitting your document for your entry, you will need to submit your profile electronic status from Active to Pending allowing our team to evaluate to... >>

Cassidy Stamper

Education Information

Secondary Education:

High School Diploma/GED: Yes

Credentials:

	Credential
1	Technical College Certificate of Credit (TCC)

Teacher Salary Requirements

Lead and Assistant Teacher Salary Information

- Assistant Teacher Salaries (13.4)
- Lead Teacher Salary Components (12.7)
 - 90% Base Salary Requirement
 - 100% Insufficient Rate
 - 100% Supplemental Compensation

Lead Teacher Salary Requirements (12.3)

Lead Teacher Credential / Certification Requirements

A Georgia's Pre-K Program lead teacher must have one of the following valid and current certificates or credentials listed below. Pre-K providers should review the qualifications and conditions carefully to ensure that the lead teacher qualifies to teach in Georgia's Pre-K. *The salary rates reflect 100% of the base salary funded by Bright from the Start to the provider.* Providers are required to pay lead teachers a minimum of 90% of the total base salary funded by Bright From the Start.

Note: Early Childhood Education (ECE)/related degrees and credentials are verified in the Georgia Professional Development System (GaPDS). Georgia Professional Standards Commission (GaPSC) certification is verified through review of www.gapsc.com for all certified teachers.

Bachelor's Degree not related to Early Childhood Education

A teacher with a Bachelor's degree not related to Early Childhood Education must also hold one of the following approved ECE credentials:

- Associate degree with ECE major
- Technical College Diploma (TCD) with ECE major
- Technical Certificate of Credit (TCC) with ECE major
- Montessori diploma

Non-ECE Degree Lead Teacher Salary Funded by Bright from the Start: \$30,315.60

Minimum Salary Requirement: \$27,284.04

ECE or ECE-Related Bachelor's Degree – Four Year Degree or Higher Credential (Masters, Specialist, etc.)

Early Childhood Education (P-5)

Birth Through Kindergarten

Early Childhood Special Education General Curriculum (P-5)

Special Education Preschool (ages 3-5)

Child and Family Development

Child Development

Elementary Education

Elementary Reading and Literacy

Family & Consumer Science/Home Economics

Infant and Child Development

Special Education General Curriculum

Special Education Adapted Curriculum

Four Year Degree Lead Teacher Salary: \$30,315.60

Minimum Salary Requirement: \$27,284.04

Creditable Years of Experience (CYE)

- CYE is defined in section 12.8.
- Develop a written process/policy for verifying CYE.
- Appropriate verification documentation:
 - Teacher contracts
 - PANDA roster information
 - Letters from human resources or former employers
- The following documentation should not be used:
 - Employment applications/resumes
 - Teaching certificates
 - Training certificates
 - Data from the GaPDS
 - Data from the Teacher Retirement System

Creditable Years of Experience (CYE)

- Providers must verify a teacher's CYE.
- Count all prior years the teacher taught as a lead teacher in Georgia's Pre-K and/or all the years taught as a certified teacher in a K-12 public school.
- The 2019-2020 school year should not be included in CYE.
- Prior to the start of the 2020-2021 school year, PANDA will add 1 year of experience for teachers that taught in 2019-2020.
- DECAL will conduct audits to verify program reported CYE and may request verification documentation used by the program.
- If verification documentation is not available to support the reported CYE, **Pre-K funding will be impacted.**

2019-2020 Salary Schedule for Pre-K Lead Teachers

Placement on the salary schedule is first determined by the teacher's verified Creditable Years of Experience (CYE), and then by credential type.

Creditable Years of Experience (CYE) are defined as all years taught as a full-time lead teacher in a Georgia's Pre-K Program (public or private) with an approved credential and/or all years taught as a full-time certified lead teacher in a K-12 public school. The 2019-2020 school year should not be included in CYE because only PRIOR, completed years of experience are valid. Refer to Section 12.8 in the *Pre-K Provider's Operating Guidelines* for additional information.

Base Salary is based on the teacher's verified credential(s). Providers are required to pay lead teachers a minimum of 90% of the total base salary funded by Bright from the Start.

Supplement is cumulative and is based on the teacher's creditable years of experience. Providers are required to pay teachers 100% of the supplement.

Total Salary is the combined base salary and CYE supplement. This represents the total yearly reimbursement.

The rates represent the annual salary funded by DECAL. Monthly rates are reflected in the Pre-K Payment Advice.

Creditable Years of Experience		Associate Degree					Certified (T5) or Higher	
		Insufficient	Associate Degree	Bachelor's Degree	Certified (T4)			
0 - 1	Base Salary	\$16,190.35	\$24,449.86	\$30,315.60	\$38,820.73			\$43,343.04
	Supplement	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
	Total Salary	\$16,190.35	\$24,449.86	\$30,315.60	\$38,820.73			\$43,343.04
2 - 3	Base Salary	\$16,190.35	\$24,449.86	\$30,315.60	\$38,820.73			\$43,343.04
	Supplement	\$0.00	\$643.50	\$819.47	\$1,074.62			\$1,210.29
	Total Salary	\$16,190.35	\$25,093.36	\$31,135.07	\$39,895.35			\$44,553.33
4 - 5	Base Salary	\$16,190.35	\$24,449.86	\$30,315.60	\$38,820.73			\$43,343.04
	Supplement	\$0.00	\$1,306.30	\$1,663.52	\$2,181.48			\$2,456.89
	Total Salary	\$16,190.35	\$25,756.16	\$31,979.12	\$41,002.21			\$45,799.93
6 - 7	Base Salary	\$16,190.35	\$24,449.86	\$30,315.60	\$38,820.73			\$43,343.04
	Supplement	\$0.00	\$1,988.98	\$2,532.89	\$3,321.55			\$3,740.89
	Total Salary	\$16,190.35	\$26,438.84	\$32,848.49	\$42,142.28			\$47,083.93
8 - 9	Base Salary	\$16,190.35	\$24,449.86	\$30,315.60	\$38,820.73			\$43,343.04
	Supplement	\$0.00	\$2,692.15	\$3,428.34	\$4,495.82			\$5,063.41
	Total Salary	\$16,190.35	\$27,142.01	\$33,743.94	\$43,316.55			\$48,406.45
10 - 11	Base Salary	\$16,190.35	\$24,449.86	\$30,315.60	\$38,820.73			\$43,343.04
	Supplement	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
	Total Salary	\$16,190.35	\$24,449.86	\$30,315.60	\$38,820.73			\$43,343.04

Verification Documentation Example

VERIFICATION OF EMPLOYMENT

DATE: June 6, 2017

Name of Applicant: [REDACTED]
[REDACTED]

TO WHOM IT MAY CONCERN:

The above named applicant was employed by [REDACTED] County Board of Education as a Teacher. She was employed in the following capacity:

- 8-7-2006 to 8-3-2008 Full Time Teacher - Liberty [REDACTED] ary School
- 8-4-2008 to 7-31-2013 Full Time ESOL Teacher - [REDACTED] elementary School
- 8-1-2013 to 12-20-2013 Part Time ESOL Teacher [REDACTED] elementary School

Her last step was a level 16, and she held a L6 and T6 certificate.

If further information is needed, please contact [REDACTED]

Verification Documentation Example

Georgia PSC Experience Verification Form
Two Peachtree Street, Suite 6000, Atlanta, Georgia 30303-3141
Please Use Black Ink or Type

Title ☐ Mr ☒ Ms **Last name** [REDACTED] **Middle or Maiden Name** [REDACTED]

First name [REDACTED]

Social Security Number [REDACTED] **Date of Birth (MM/DD/YY)** [REDACTED]

The Experience Verification Form is used to verify educational work experience. You must submit this form if:

- (a) you are requesting certification in Educational Leadership or Teacher Support Specialist;
- (b) you are using teaching or school experience in lieu of a practicum or internship;
- (c) you have taught full time in a PSC-accepted accredited college during the last five years;
- (d) you are using out of state school experience (3 satisfactory years within the last 5 years) in lieu of a Georgia Praxis test(s) and/or other special Georgia requirements;
- (e) you have a minimum of one year in the past five of full-time certified school experience out of state to meet recency.

Employer Section:
The information listed below is to be completed by the current or previous employer (Superintendent, Headmaster, Agency Director, or Designated Personnel Officer). Principals are not authorized to sign this form unless they are the designated personnel officer. Please note that if verifying college experience, only full-time college experience can be accepted. (One year of full-time teaching experience at a college or university is defined as teaching 9 semester hours each semester for two consecutive semesters.) Use one line for each change in status. Do not include leave of absence periods. Please verify only full-time or consecutive years of half-time educational employment experience.

School District Or Institution	State	Regional Or State Accreditation? (Yes/No)	Dates of Service		Ratings on Performance Reviews	Grades and Subjects Taught Major Portion of School Day *
			From mm/dd/yy	To mm/dd/yy		
Little Rock	AR	Yes	08/12/96	06/3/97	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Special Ed / K-6
Little Rock	AR	Yes	08/13/97	06/04/98	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Special Ed. / K-6
Little Rock	AR	Yes	08/13/98	06/04/99	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Special Ed. / K-6

EXAMPLE Experience Verification Form

(EMPLOYEE, PLEASE FILL OUT THIS SECTION)

Last Name _____ First Name _____ MI _____

Address _____ City _____ State _____ Zip _____

The following information must be completed by the employer/official

Georgia's Pre-K Program/K-12 Public School Experience

Program Name _____ Site Name _____

REQUIRED (check one) _____ Public _____ Private

Beginning date of service	End date of service	Full Time/Part Time	Position Worked

I certify that the information provided is correct according to official records.

Official/Employer Signature _____ Date _____

Printed Name _____ Title _____

Address _____

Phone _____ Email _____

Remit to: (company email address)

CYE Verification Response Form



Creditable Years of Experience Verification Response Form

This form must be completed and submitted by the project director. **Submit the form and documentation verifying Creditable Years of Experience (CYE) to panda.teachers@dec.al.ga.gov.** If social security numbers are included in verification documentation, redact the numbers before submitting. Teacher contracts, PANDA roster information, School Experience Verification Form, and letters from human resources or former employers are examples of what can be used to verify CYE. Employment applications/resumes, teaching certificates, training certificates, and data from the GaPDS, and data from the Teacher's Retirement System of Georgia (TRS) should not be used.

For Georgia's Pre-K Program, *Creditable Years of Experience (CYE)* are defined as all years taught as a full-time lead teacher in a Georgia's Pre-K Program (public or private) with an approved credential and/or all years taught as a full-time certified lead teacher in a K-12 public school. A teacher must have taught full-time for at least six months of the school year (60% of the year) to receive credit for one full year. Credit should not be given for teaching experience associated with substitute teaching, student teaching, teacher aide/assistant teacher experience, part-time or temporary teaching positions. The 2018-2019 school year should not be included in CYE because only PRIOR, completed years of experience are valid. Refer to section 12.8 in the Pre-K Providers' Operating Guidelines for additional information.

Programs will be notified via email of a final decision for the teacher's reported Creditable Years of Experience.

Date: Program Legal Name: Project Director:

Describe the program's process and/or policy for verifying CYE for Pre-K teachers:

Site Name:

Teacher's Full Name	CYE reported on roster	CYE verified by DECAL (if applicable)	Provide a comment supporting why the teacher <u>should not</u> be updated to reflect the CYE verified by DECAL.	Indicate CYE the program is requesting to be reported for the teacher.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Funding Information

2019-2020 Georgia's Pre-K Rate/Per Child Estimate Chart (19.1)

Credential Insufficient	Private Metro Area		Private Non-Metro Area		Public School	
	Salary Lead	\$ 16,190.35	Salary Lead	\$ 16,190.35	Salary Lead	\$ 16,190.35
	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 7,693.65	Operating - Benefits	\$ 7,693.65	Operating - Benefits	\$ 7,693.65
	Operating - Classroom	\$ 24,181.12	Operating - Classroom	\$ 17,388.82	Operating - Classroom	\$ 14,469.88
	Total	\$ 64,255.47	Total	\$ 57,663.17	Total	\$ 54,544.23
	Per Child Per Year	\$ 2,920.70	Per Child Per Year	\$ 2,621.05	Per Child Per Year	\$ 2,479.28
	Per Child Per Month	\$ 292.07	Per Child Per Month	\$ 262.11	Per Child Per Month	\$ 247.93
Credential Two Year Degree	Private Metro Area		Private Non-Metro Area		Public School	
	Salary Lead	\$ 24,449.86	Salary Lead	\$ 24,449.86	Salary Lead	\$ 24,449.86
	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 9,636.11	Operating - Benefits	\$ 9,636.11	Operating - Benefits	\$ 9,636.11
	Operating - Classroom	\$ 24,181.12	Operating - Classroom	\$ 17,388.82	Operating - Classroom	\$ 14,469.88
	Total	\$ 74,477.44	Total	\$ 67,885.14	Total	\$ 64,766.20
	Per Child Per Year	\$ 3,385.34	Per Child Per Year	\$ 3,085.69	Per Child Per Year	\$ 2,943.92
	Per Child Per Month	\$ 338.53	Per Child Per Month	\$ 308.57	Per Child Per Month	\$ 294.39
Credential Four Year Degree	Private Metro Area		Private Non-Metro Area		Public School	
	Salary Lead	\$ 30,315.60	Salary Lead	\$ 30,315.60	Salary Lead	\$ 30,315.60
	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 11,049.81	Operating - Benefits	\$ 11,049.81	Operating - Benefits	\$ 11,049.81
	Operating - Classroom	\$ 24,181.12	Operating - Classroom	\$ 17,388.82	Operating - Classroom	\$ 14,469.88
	Total	\$ 81,736.88	Total	\$ 75,144.58	Total	\$ 72,025.64
	Per Child Per Year	\$ 3,715.31	Per Child Per Year	\$ 3,415.66	Per Child Per Year	\$ 3,273.89
	Per Child Per Month	\$ 371.53	Per Child Per Month	\$ 341.57	Per Child Per Month	\$ 327.39
Credential Certified (T4)	Private Metro Area		Private Non-Metro Area		Public School	
	Salary Lead	\$ 38,820.73	Salary Lead	\$ 38,820.73	Salary Lead	\$ 38,820.73
	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 13,070.63	Operating - Benefits	\$ 13,070.63	Operating - Benefits	\$ 19,811.46
	Operating - Classroom	\$ 24,181.12	Operating - Classroom	\$ 17,388.82	Operating - Classroom	\$ 14,469.88
	Total	\$ 92,262.83	Total	\$ 85,670.53	Total	\$ 89,292.42
	Per Child Per Year	\$ 4,193.77	Per Child Per Year	\$ 3,894.12	Per Child Per Year	\$ 4,058.75
	Per Child Per Month	\$ 419.38	Per Child Per Month	\$ 389.41	Per Child Per Month	\$ 405.87
Credential Certified (T5)	Private Metro Area		Private Non-Metro Area		Public School	
	Salary Lead	\$ 43,343.04	Salary Lead	\$ 43,343.04	Salary Lead	\$ 43,343.04
	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 14,145.13	Operating - Benefits	\$ 14,145.13	Operating - Benefits	\$ 21,671.22
	Operating - Classroom	\$ 24,181.12	Operating - Classroom	\$ 17,388.82	Operating - Classroom	\$ 14,469.88
	Total	\$ 97,859.64	Total	\$ 91,267.34	Total	\$ 95,674.49
	Per Child Per Year	\$ 4,448.17	Per Child Per Year	\$ 4,148.52	Per Child Per Year	\$ 4,348.84
	Per Child Per Month	\$ 444.82	Per Child Per Month	\$ 414.85	Per Child Per Month	\$ 434.88

Georgia's Pre-K Rate/Per Child Estimate Chart (19.1)

- Your Pre-K grant funding is based on several cost drivers including:
 - Program type: public or private
 - Service Area: metro or non-metro
 - Lead teacher credential: bachelor or certified
 - Student enrollment

Credential Insufficient	Private Metro Area		Private Non-Metro Area		Public School	
	Salary Lead	\$ 16,190.35	Salary Lead	\$ 16,190.35	Salary Lead	\$ 16,190.35
	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 7,693.65	Operating - Benefits	\$ 7,693.65	Operating - Benefits	\$ 7,693.65
	Operating - Classroom	\$ 24,181.12	Operating - Classroom	\$ 17,588.82	Operating - Classroom	\$ 14,469.88
	Total	\$ 64,255.47	Total	\$ 57,663.17	Total	\$ 54,544.23
Per Child Per Year		\$ 2,920.70	Per Child Per Year		\$ 2,479.28	
Per Child Per Month		\$ 292.07	Per Child Per Month		\$ 247.93	
Credential Two Year Degree	Private Metro Area		Private Non-Metro Area		Public School	
	Salary Lead	\$ 24,449.86	Salary Lead	\$ 24,449.86	Salary Lead	\$ 24,449.86
	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 9,656.11	Operating - Benefits	\$ 9,656.11	Operating - Benefits	\$ 9,656.11
	Operating - Classroom	\$ 24,181.12	Operating - Classroom	\$ 17,588.82	Operating - Classroom	\$ 14,469.88
	Total	\$ 74,477.44	Total	\$ 67,885.14	Total	\$ 64,766.20
Per Child Per Year		\$ 3,385.34	Per Child Per Year		\$ 2,943.92	
Per Child Per Month		\$ 338.53	Per Child Per Month		\$ 294.39	
Credential Four Year Degree	Private Metro Area		Private Non-Metro Area		Public School	
	Salary Lead	\$ 30,315.60	Salary Lead	\$ 30,315.60	Salary Lead	\$ 30,315.60
	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 11,049.81	Operating - Benefits	\$ 11,049.81	Operating - Benefits	\$ 11,049.81
	Operating - Classroom	\$ 24,181.12	Operating - Classroom	\$ 17,588.82	Operating - Classroom	\$ 14,469.88
	Total	\$ 81,736.88	Total	\$ 75,144.58	Total	\$ 72,025.64
Per Child Per Year		\$ 3,715.31	Per Child Per Year		\$ 3,273.89	
Per Child Per Month		\$ 371.53	Per Child Per Month		\$ 327.39	
Credential Certified (T4)	Private Metro Area		Private Non-Metro Area		Public School	
	Salary Lead	\$ 38,820.73	Salary Lead	\$ 38,820.73	Salary Lead	\$ 38,820.73
	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 13,070.63	Operating - Benefits	\$ 13,070.63	Operating - Benefits	\$ 19,811.46
	Operating - Classroom	\$ 24,181.12	Operating - Classroom	\$ 17,588.82	Operating - Classroom	\$ 14,469.88
	Total	\$ 92,262.83	Total	\$ 85,670.53	Total	\$ 89,292.42
Per Child Per Year		\$ 4,193.77	Per Child Per Year		\$ 4,058.75	
Per Child Per Month		\$ 419.38	Per Child Per Month		\$ 405.87	
Credential Certified (T5)	Private Metro Area		Private Non-Metro Area		Public School	
	Salary Lead	\$ 43,343.04	Salary Lead	\$ 43,343.04	Salary Lead	\$ 43,343.04
	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 14,145.13	Operating - Benefits	\$ 14,145.13	Operating - Benefits	\$ 21,671.22
	Operating - Classroom	\$ 24,181.12	Operating - Classroom	\$ 17,588.82	Operating - Classroom	\$ 14,469.88
	Total	\$ 97,859.64	Total	\$ 91,267.34	Total	\$ 95,674.49
Per Child Per Year		\$ 4,448.17	Per Child Per Year		\$ 4,348.84	
Per Child Per Month		\$ 444.82	Per Child Per Month		\$ 434.88	

Metro Areas = Camden, Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Hall, Henry, Paulding, and Rockdale Counties

Non-Metro Areas = All other counties not listed as Metro or are located out of state.

Public Schools = All County, City, or Charter Schools

Private = All others programs that are not Public County, City, or Charter Schools.

Bright from the Start: Georgia Department of Early Care and Learning

www.decal.ga.gov

Understanding the Rate Chart

- The Rate Chart itemizes the core costs of the program (salary and operating) by the budget cost drivers (program type and service area, lead teacher credential level).
- Reimbursement is impacted by additional factors NOT represented on the Rate Chart:
 - Transportation services provided for Category 1 students
 - Start up funds for newly funded classes
 - Supplemental Compensation for Lead Teachers

Understanding the Rate Chart

Credential	Private Metro Area	
Certified (T4)	Salary Lead	\$ 38,820.73
	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 13,070.63
	Operating - Classroom	\$ 24,181.12
	Total	\$ 92,262.83
Per Child Per Year		\$ 4,193.77
Per Child Per Month		\$ 419.38

Understanding the Rate Chart

- The Rate Chart represents a ‘per class’ reimbursement. It does not give an exact reimbursement amount.
- The Rate Chart only estimates a ‘per class’ budget. The actual class reimbursement amount may vary based on program data including:
 - Changes in class size
 - Changes in lead teacher credential
 - # of days offering service

Pre-K Payment

Schedule of Payments (18.4)

Ten (10) Payments	Level of Teacher Credentials and Number of Children	Ten (10) Months
Payment Processed on or Before	Based On	For the Month of
August 12, 2019	Grant Agreement	August
September 12, 2019	Grant Agreement	September
October 14, 2019	Roster 1	October
November 12, 2019	Roster 1	November
December 12, 2019	Roster 2	December
January 13, 2020	Roster 2	January
February 12, 2020	Roster 3	February
March 12, 2020	Roster 3	March
April 13, 2020	Roster 4 (Final)	April
May 12, 2020	Roster 4 (Final)	May

Pre-K Payment Eligibility

- A provider that meets all of the following is eligible for payment:
 - Has an executed Pre-K Grant Agreement
 - Successfully submitted class roster information as required for the payment calculation
 - Not placed on “payment hold” for program administration reasons
 - Change of ownership
 - Pending receipt of requested documentation
 - Pending receipt of reconciliation report
 - Pending receipt of Child Care License Fee.

Calculation of Pre-K Payments

- Payment calculations for operating costs are based on student enrollment and the lead teacher credential.
- Payments for teacher salaries are based on the salary rates reflected in the Guidelines.
- Calculations for lead teacher supplemental pay are based on the teacher's verified creditable years of experience.
- August and September payments are based on the executed grant agreement.
- October – May payments are roster based
 - Number of students enrolled
 - Lead teacher credential verified in the Georgia Professional Development System (GaPDS)

Pre-K Payments

- Deposited in the Pre-K provider's bank account via an Electronic Funds Transfer (EFT) process.
- Takes 3 to 7 business days to post to your account.
- Providers should review their monthly payments and payment advice each month.

Payment Advice

The screenshot displays the PANDA system interface. On the left is a vertical menu with items: System Admin, Pre-K, Enter Application, Aff. Lawful Presence Pre-K, Edit Company Profile, Rosters, Waiting List, Payments (circled in red), View/Print Pmt Advice, Retro Payment History Report, Recon Form, CLASS Observation, View/Edit Calendar, RK-STP, RPK-STP, and a partially visible 'PMS' item. The main content area is titled 'Dashboard' and 'Home'. It features a 'Welcome to PANDA' message, a congratulatory login notice, instructions on how to use the menu, and contact information for PANDA Support.

System Admin > **Dashboard**

Pre-K v Home

Enter Application

Aff. Lawful Presence Pre-K

Edit Company Profile

Rosters >

Waiting List >

Payments v

- View/Print Pmt Advice
- Retro Payment History Report

Recon Form

CLASS Observation

View/Edit Calendar

RK-STP >

RPK-STP >

PMS >

Welcome to PANDA

Congratulations, you have successfully logged into PANDA, DECAL's Pre-K Application and Database Access system. X

You are now ready to enter required data. On the left of this screen is a menu. Menu items determine what information may be entered or reviewed. The number of menu items displayed is based on your role within your organization. More menu items will appear as DECAL adds more functionality to the PANDA system.

Choose a menu item by using the left button of your mouse to click on the item. For example, to enter your application for the next program year, click on "Enter Application"; to enter a roster, click on "View/Edit Roster".

If you need assistance, detailed manuals are available for download on the [PANDA Resources](#) page. You may also e-mail your questions to panda.support@dec.al.ga.gov. Emails to PANDA Support will be answered during normal business hours.

Bright from the Start: Georgia Department of Early Care and Learning

www.dec.al.ga.gov

Pre-K Payment Advice

Bright from the Start: Georgia Department of Early Care and Learning

Vender Code: 000012345

TIN: 20-1234567

The ABC & 123 Academy
2 ABC Way Drive
Somewhere, GA 39401-2933



EFT Payment Advice

Pay Cycle: September

Pay Run #: 5

Payment Processed Date: 9/5/2019

August Payment Summary	LT Base Salary	* LT Base Sal. Retro	CYE Salary	* CYE Sal. Retro	LT Benefits	AT Salary	* AT Salary Retro	AT Benefits	Transport	* Trans. Retro	Operating
The ABC & 123 Academy	\$10,333.35	\$0.00	\$1,362.34	\$0.00	\$2,778.89	\$4,761.87	\$0.00	\$1,131.42	\$0.00	\$0.00	\$7,254.33
								Startup Payment			\$0.00
								Special Adjustments			\$0.00
Total Sites Paid:	1	Total Classes Paid:	3					Program Total Payment			\$27,622.20

Class Payment Details for The ABC & 123 Academy												Classes Paid:
Class ID	Students	LT Salary	* LT Salary Retro	CYE Salary	* CYE Sal. Retro	LT Benefits	AT Salary	* AT Salary Retro	AT Benefits	Transport	* Trans. Retro	Operating
79859	22.0	\$2,731.56	\$0.00	\$577.93	\$0.00	\$786.33	\$1,587.29	\$0.00	\$377.14	\$0.00	\$0.00	\$2,418.11
Jill Ann Jackson		No GaPSC Certification, ECE Bachelor				14.0				Startup Payment		\$0.00
									Class 80102 Total Payment			\$8,478.36
79860	22.0	\$4,019.72	\$0.00	\$573.61	\$0.00	\$1,091.37	\$1,587.29	\$0.00	\$377.14	\$0.00	\$0.00	\$2,418.11
Ronald McDonalds		GaPSC Certification, T5 or higher				4.0				Startup Payment		\$0.00
									Class 80103 Total Payment			\$10,067.24
79861	22.0	\$3,582.07	\$0.00	\$210.80	\$0.00	\$901.19	\$1,587.29	\$0.00	\$377.14	\$0.00	\$0.00	\$2,418.11
Miss Mary Mac		GaPSC Certification, T4				5.0				Startup Payment		\$0.00
									Class 80104 Total Payment			\$9,076.60
Total for The ABC & 123		\$10,333.35	\$0.00	\$1,362.34	\$0.00	\$2,778.89	\$4,761.87	\$0.00	\$1,131.42	\$0.00	\$0.00	\$7,254.33
									Total Startup Payments			\$0.00
									Total Program Payments			\$27,622.20

Grand Total	\$10,333.35	\$0.00	\$1,362.34	\$0.00	\$2,778.89	\$4,761.87	\$0.00	\$1,131.42	\$0.00	\$0.00	\$7,254.33
									Total Startup Payments		\$0.00
									Total Program Payments (Less Sp. Adjustments)		\$27,622.20

* August Retro Payment Details									
Class ID	Retro Payment is for	LT Salary Retro	CYE Salary Retro	LT Benefits Retro	AT Salary Retro	AT Benefits Retro	Transport Retro	Operating Retro	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Bright from the Start: Georgia Department of Early Care and Learning

www.dec.al.ga.gov

Pre-K Payment Advice

Bright from the Start: Georgia Department of Early Care and Learning

Vender Code: 000012345

TIN: 20-1234567

The ABC & 123 Academy
2 ABC Way Drive
Somewhere, GA 39401-2933

EFT Payment Advice

Pay Cycle: September

Pay Run #: 5

Payment Processed Date: 9/5/2019

August Payment Summary	LT Base Salary	* LT Base Sal. Retro	CYE Salary	* CYE Sal. Retro	LT Benefits	AT Salary	* AT Salary Retro	AT Benefits	Transport	* Trans. Retro	Operating
The ABC & 123 Academy	\$10,333.35	\$0.00	\$1,362.34	\$0.00	\$2,778.89	\$4,761.87	\$0.00	\$1,131.42	\$0.00	\$0.00	\$7,254.33
								Startup Payment			\$0.00
								Special Adjustments			\$0.00
Total Sites Paid:	1	Total Classes Paid:	3					Program Total Payment			\$27,622.20

Class Payment Details for The ABC & 123 Academy											Classes Paid:	3
Class ID	Students	LT Salary	* LT Salary Retro	CYE Salary	* CYE Sal. Retro	LT Benefits	AT Salary	* AT Salary Retro	AT Benefits	Transport	* Trans. Retro	Operating
79859	22.0	\$2,731.56	\$0.00	\$577.93	\$0.00	\$786.33	\$1,587.29	\$0.00	\$377.14	\$0.00	\$0.00	\$2,418.11
Jill Ann Jackson		No GaPSC Certification, ECE Bachelor			14.0							\$0.00
									Class 80102 Total Payment			\$8,478.36
79860	22.0	\$4,019.72	\$0.00	\$573.61	\$0.00	\$1,091.37	\$1,587.29	\$0.00	\$377.14	\$0.00	\$0.00	\$2,418.11
Ronald McDonalds		GaPSC Certification, T5 or higher			4.0							\$0.00
									Class 80103 Total Payment			\$10,067.24
79861	22.0	\$3,582.07	\$0.00	\$210.80	\$0.00	\$901.19	\$1,587.29	\$0.00	\$377.14	\$0.00	\$0.00	\$2,418.11
Miss Mary Mac		GaPSC Certification, T4			5.0							\$0.00
									Class 80104 Total Payment			\$9,076.60
Total for The ABC & 123		\$10,333.35	\$0.00	\$1,362.34	\$0.00	\$2,778.89	\$4,761.87	\$0.00	\$1,131.42	\$0.00	\$0.00	\$7,254.33
									Total Startup Payments			\$0.00
									Total Program Payments			\$27,622.20

Grand Total	\$10,333.35	\$0.00	\$1,362.34	\$0.00	\$2,778.89	\$4,761.87	\$0.00	\$1,131.42	\$0.00	\$0.00	\$7,254.33
									Total Startup Payments		\$0.00
									Total Program Payments (Less Sp. Adjustments)		\$27,622.20

* August Retro Payment Details

Class ID	Retro Payment is for	LT Salary Retro	CYE Salary Retro	LT Benefits Retro	AT Salary Retro	AT Benefits Retro	Transport Retro	Operating Retro
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Bright from the Start: Georgia Department of Early Care and Learning

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Reporting Requirements

Roster Reporting Dates (18.7)

Roster	Roster Open for Data Entry	Count Day	Due to Bright from the Start
1 st	August 1, 2019	September 6, 2019	September 13, 2019
2 nd	October 4, 2019	November 1, 2019	November 8, 2019
3 rd	December 6, 2019	January 10, 2020	January 17, 2020
4 th	February 7, 2020	March 13, 2020	March 20, 2020

Pre-K Roster

- Critical to the payment calculation
 - Operating costs based on student enrollment
 - Lead and assistant teacher salary based on salary rates
 - Lead teacher supplemental pay based on verified Creditable Years of Experience (CYE)
- Subject to audit and must be substantiated by documentation (credential/CYE documentation, student enrollment and attendance records)

Reporting Requirements

- Submit reports and information by the due date.
- Roster data is critical and must be accurate.
- Report accurate information to avoid fees for inaccurate roster reporting (18.7).
- Inaccurate reporting may delay Pre-K payments.
- Inaccurate reporting may impact a program's good standing status.

Expenditure Basics

Expenditure Requirements

- Meet salary requirements for lead and assistant teachers
- Spend a minimum of \$1,000 per classroom for equipment, materials and supplies (17.1).
- Use no more than six percent of the budget for administrative expenses (17.1)
 - Director's Salary
 - Office Supplies
 - Bookkeeping/Clerical
 - Royalties
- Request permission to purchase playground and technology items that are not on the Pre-K Basic Equipment, Materials, and Supplies Inventory List (17.3 and 17.4).
- Expenditure Waivers (17.5)

Record Keeping Requirements for Expenditures

- Retain the following for **three** years to support figures reported on the annual reconciliation report:
 - Canceled check copies (front and back)
 - Bank statements
 - Paid invoices
 - Federal and state payroll records
 - Timesheets
 - **See 17.7** for complete list of documentation that must be retained

Audit and Accounting Requirements

Audit and Accounting Requirements

- Providers will submit a reconciliation report after the program year has ended.
- Audits/Agreed Upon Procedures (AUP) Review.
- Reconciliation Report Training will be provided
- Finance Basics Training will be provided.
- Documentation is Key
- Refer to Section 20.0 in the guidelines

Getting Ready for Pre-K



Student Documentation

Age Requirement & Documentation

- Students must be four years of age on September 1.
- Age documentation is required on the first day of Pre-K (2.1).
 - Acceptable age documentation is listed in the Guidelines.
 - Form 3231 and Form 3300 are not acceptable.
 - Payments will be reduced for children without age documentation on file.

Age Requirement & Documentation

- Parent Acknowledgement Form/Appendix A
 - Five years of age
 - Withdraw after 30 days of enrollment
- Requests to Repeat Pre-K (2.6)
 - For children that attended more than 30 days, requests to repeat Pre-K are reviewed on a case-by-case basis.
 - Requests and supporting documentation are due by April 10, 2020.

Residency Requirement & Documentation

- Students must be a Georgia resident.
- Residency documentation is required on the first day of Pre-K (2.2)
 - Acceptable residency documentation is listed in the Guidelines.
 - If a family is living with someone else, a notarized affidavit from the property owner plus a copy of the property owner's proof of residency is required.

Student Documentation

- Certificate of Vision, Hearing Dental and Nutrition Screening, Form 3300 (3.13)
 - Form required within 90 calendar days of starting Pre-K.
 - Screenings conducted within 12 months prior to the start of Pre-K.
 - Follow up required for **Needs Further Evaluation.**
 - Maintain follow-up documentation on site.
 - Contract Pre-K Consultant for guidance.



Georgia Department of Public Health Form 3300

PLEASE SEE THE INSTRUCTIONS
ON THE BACK OF THIS FORM

Certificate of Vision, Hearing, Dental, and Nutrition Screening

FILE THIS FORM WITH THE SCHOOL WHEN YOUR CHILD IS FIRST ENROLLED IN A GEORGIA PUBLIC SCHOOL
SCREENER CONTACT INFORMATION IS REQUIRED

Parent/ Guardian Name: _____
first middle last

Child's Name: _____
first middle last

Parent/ Guardian Contact Information:

Daytime phone number: _____

Evening phone number: _____

Cell phone number: _____

Date of Birth: ____/____/____ Gender: ☐ Male ☐ Female

Child's Home Address: _____

street city state zip code county

VISION	HEARING	DENTAL	NUTRITION
<input type="checkbox"/> Unable to screen (explain why below) <input type="checkbox"/> Uses corrective lenses <input type="checkbox"/> Worn for testing <input type="checkbox"/> Passed (20/30 in each eye for age 6 and above, 20/40 in each eye for below age 6) <input type="checkbox"/> Needs further evaluation <input type="checkbox"/> Under professional care (explain below)	<input type="checkbox"/> Unable to screen (explain why below) <input type="checkbox"/> Uses hearing aid / assistive device <input type="checkbox"/> Passed at 500, 1000, 2000, and 4000 Hz with audiometer at 20 or 25 dB <input type="checkbox"/> Needs further evaluation <input type="checkbox"/> Under professional care (explain below)	<input type="checkbox"/> Unable to screen (explain why below) <input type="checkbox"/> Normal appearance <input type="checkbox"/> Needs further evaluation <input type="checkbox"/> Emergency problem observed <input type="checkbox"/> Under professional care (explain below)	<input type="checkbox"/> Unable to screen (explain why below) Height: _____ Weight: _____ BMI: _____ BMI%: _____ <input type="checkbox"/> 5 th to 84 th percentile - Appropriate for age <input type="checkbox"/> < 5 th percentile - Needs further evaluation <input type="checkbox"/> ≥ 85 th percentile - Needs further evaluation <input type="checkbox"/> Under professional care (explain below)
Screening completed by: <input type="checkbox"/> Physician <input type="checkbox"/> Local Health Department <input type="checkbox"/> Optometrist <input type="checkbox"/> "Prevent Blindness Georgia" employee <input type="checkbox"/> School Registered Nurse	Screening completed by: <input type="checkbox"/> Physician <input type="checkbox"/> Local Health Department <input type="checkbox"/> Audiologist <input type="checkbox"/> Speech-Language Pathologist <input type="checkbox"/> School Registered Nurse	Screening completed by: <input type="checkbox"/> Physician <input type="checkbox"/> Dentist <input type="checkbox"/> Local Health Department Registered Nurse <input type="checkbox"/> Registered Dental Hygienist <input type="checkbox"/> School Registered Nurse	Screening completed by: <input type="checkbox"/> Physician <input type="checkbox"/> Local Health Department <input type="checkbox"/> Registered Dietician <input type="checkbox"/> School Registered Nurse
Screener's Signature _____ Date _____ I certify that this child has received the above screening. Contact Information: _____	Screener's Signature _____ Date _____ I certify that this child has received the above screening. Contact Information: _____	Screener's Signature _____ Date _____ I certify that this child has received the above screening. Contact Information: _____	Screener's Signature _____ Date _____ I certify that this child has received the above screening. Contact Information: _____

FOR SCHOOL SYSTEM ONLY		Follow up for further evaluation	
	1 st attempt	2 nd attempt	Actions reported (if any)
Vision			
Hearing			
Dental			
Nutrition			

Student support services initiated on: _____

Screener's Comments:

DPH Form 3300 Rev. 2013

Student Documentation

- Certificate of Immunization Form 3231 (3.14)
 - Required within 30 calendar days of starting Pre-K.
 - Georgia law allows for two types of exemptions:
 - **Medical Exemption**
 - Must be marked on Form 3231
 - Letter from a medical professional will not be accepted
 - Valid for one year
 - **Religious Exemption**
 - Must be documented & notarized on DPH Form 2208
 - Does not expire.

Form 3231 Medical Exemption

Form **3231** (Rev. 02/2010)
Use required on or after July 1, 2007.

Georgia Department of Community Health

Form **3231**

CERTIFICATE OF IMMUNIZATION

Child's Name (Last name first) _____

Birthdate

(Optional) Parent/Guardian Name (Last name first) _____

_____ Date of Expiration (Next required immunization or review of medical exemption due.)	OR	<input type="checkbox"/> Complete For School Attendance Child must be ≥ 4 years and have met all requirements for school attendance. The vaccine history section must be filled in.
-------------------------------------------------------------------------------------------------	----	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Unless specifically exempted by law, Georgia law (O.C.G.A. § 20-2-771) requires a certificate on file for each child in attendance in any school or child care facility in Georgia with penalties for failure to comply. Detailed instructions for this form and immunization requirements by age are spelled out in policy guides 3231INS and 3231REQ distributed by the Georgia Immunization Program.

VACCINE	DATE			DATE			DATE			DATE			DATE			Total Doses	Diagnosed	Serology +	History	Med. Exemption
	MM	DD	YY	MM	DD	YY	MM	DD	YY	MM	DD	YY	MM	DD	YY					
Required Vaccines for School or Child Care Attendance																				
DTP, DTaP, DT																	<input type="checkbox"/>			
Td or Tdap																				
Hepatitis B																				
OPV																				
IPV																				
HIB																				
(Under Age 5)																				

Religious Exemption (DPH Form 2208)

AFFIDAVIT OF RELIGIOUS OBJECTION TO IMMUNIZATION

_____ personally appeared before the undersigned notary public and swore or affirmed as follows:

1. I am the parent or legal guardian of _____ (name of minor child).
2. I understand that the Georgia Department of Public Health requires children to obtain the following vaccinations before being admitted to a childcare facility or school: diphtheria; haemophilus influenzae type B (not required on or after the fifth birthday); hepatitis A; hepatitis B; measles; meningitis; mumps; pertussis (whooping cough); pneumococcal (not required on or after the fifth birthday); poliomyelitis; rubella (German measles); tetanus; and varicella (chickenpox).
3. I understand that the Georgia Department of Public Health has determined that these vaccinations are necessary to prevent the spread of dangerous diseases among the children and people of this State; that the required vaccinations are safe; that a child who does not receive these vaccinations is at risk of contracting those diseases; and that a child who does not receive those vaccinations is at risk of spreading those diseases to me, to other children in the childcare facility or school, and to other persons.
4. I sincerely affirm that vaccination is contrary to my religious beliefs, and that my objections to vaccination are not based solely on grounds of personal philosophy or inconvenience.
5. I understand that, notwithstanding my religious objections, my child may be excluded from childcare facilities or schools during an epidemic or threatened epidemic of any disease preventable by a vaccination required by the Georgia Department of Public Health, and that my child may be required to receive a vaccination in the event that such a disease is in epidemic stages.

This ____ day of _____, 20____.


Parent or Legal Guardian (Printed)

Parent or Legal Guardian (Signature)

Name of Child/Student (Printed)

Sworn and subscribed before me this ____ day
of _____, 20____.

Notary Public
My commission expires _____.


Georgia Department of Public Health

DPH Form 2208 [5.2015]

Student Documentation

- Category One Documentation (2.4)
 - Required for students reported as Category One
- Social Security Number or *Student Social Security Number Information Form/Appendix B* (3.8)
- *Roster Information Form/Appendix D* (3.10)

Student Enrollment

Student Enrollment

- Develop a written enrollment policy (3.1).
- Providers may not require conditions for enrollment (3.1).

Student Enrollment

- Fees cannot be charged for Pre-K services (8.1).
- Monetary donations for field trips are permitted and may not exceed \$25 per child per year (8.3).
- Provide a written policy to families for fees for non-Pre-K program days, transportation (optional), and/or food services for Category Two children (8.4).
- Meal Fees and School Uniforms (8.7 and 8.8)

Student Enrollment

- Procedures for Student Attendance (3.11)
 - Maintain student attendance records on site.
 - Teachers should note the times when a child arrives late or leaves early.
 - Develop a written plan for addressing attendance concerns.

Attendance Plan Example

- ❑ Three unexcused absences/tardies = phone call
- ❑ Six = letter to parent
- ❑ Eight or nine = parent conference
- ❑ Ten = referral to the Pre-K Consultant

Student Enrollment

- Children who do not attend for 10 consecutive days without a reasonable explanation must be removed from the roster.
 - End date is the last day the child attended.
- Chronic attendance - late arrival/early departure more than once per week; missing more than two days per month; or an established regular attendance pattern.
- Documentation showing efforts to assist parents in addressing attendance issues is required.



Georgia's Pre-K Program 2018-2019
Chronic Absenteeism or Tardiness Form
Reports should only be submitted by the Pre-K Project Director

Date of Request: _____

Project Director: _____

Legal Name: _____

dba: _____

Site Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail: _____

Directors should review Section 3.9 of the current Pre-K Providers' Operating Guidelines for Procedures for Chronic Absenteeism or Tardiness before submitting this request. Programs will receive written notification of the final determination.

Child's Name: _____ Child's Birthdate: ____/____/____

Total Days Enrolled	Total Days Absent	Total Days Tardy (arrived late or left early)

Please describe the plans made/actions taken to encourage the family to change the tardy/absent behavior:

Attach copies of student attendance documentation, letters/written notification given to the family, and documentation showing efforts to assist the family in resolving the issue. Mail, fax, or e-mail all documentation to the program's Pre-K consultant.

Office Use Only

Date Received: ____/____/____

Approved By: _____

Approve Disenrollment: ☐ Yes ☐ No

Additional Information / Instruction:

Disenrollment Procedures

- Programs should contact their Pre-K Consultant to discuss procedures and documentation required for submitting a request for disenrollment(6.8).

Student Support

Student Support

- Dual enrollment in a public school system preschool special education class and Georgia's Pre-K Program is permitted (6.1).
- Contact your Pre-K Consultant for support and guidance in addressing children with developmental concerns and behavioral concerns (6.2 & 6.3).
- Immediate vs. Extended Suspension (6.5 & 6.6)
- Modified Day (6.7)

Record Keeping Requirements for Student Files

- Retain the following records for a minimum of **three** years:
 - Child Registration & Student Roster Information forms
 - Attendance records
 - Age & residency documentation
 - Assessment information
 - **See 4.10** for complete list of documentation that must be retained



Staffing Requirements

- Two adults are required during the 6.5 hours Pre-K day (5.2).
- The remaining working hours of the lead and assistant teacher day must be used for Pre-K Program Activities.
- Substitutes should staff the class when teachers are absent (5.6).
- A long-term substitute is required when a lead/assistant teacher will be away more than three weeks and is returning to the classroom Appendix M (14.3).

Short-Term Substitute (14.2)

- Use when a teacher is out of the classroom for a few hours up to three weeks due to illness, personal leave, or professional development training.
- No prior approval from Bright from the Start is needed for a short-term substitute.
- If a lead or assistant teacher will be out for more than three continuous weeks but is returning to his/her position, then a long-term substitute must be used.

Long-Term Substitute (14.3)

- Use when a teacher is out for longer than three weeks.
- Submit a ***Long-Term Substitute Request Form (Appendix M)*** to your Pre-K Consultant for approval.
- **Requests will only be approved for extended medical leave, maternity/paternity leave, military reserves, or a student teaching program.**
- Make an attempt to hire long-term substitutes with a credential equivalent to the credential of the original lead teacher.

Teachers Not Returning

If a lead teacher or assistant teacher does not return at the beginning of the school year, resigns during the school year, or has been terminated from his/her position, the program is responsible for staffing the class with a teacher until a replacement has been hired. **The replacement is not considered a substitute in that the original teacher is not returning.**

Staffing Requirements

- Project/Site Director may not serve as a lead or assistant teacher (5.1).
- Site director should be on site during the instructional day.
- Inappropriate use of teachers (5.8)
 - Supervising children not enrolled in Pre-K
 - Driving the van
 - Managing the office
 - Serving as cook or receptionist
 - Etc.

Program Support and Monitoring

Program Support and Monitoring

- Pre-K Consultant

- Completes on-site evaluations (announced and unannounced).
- Monitors instructional and administrative requirements.
- Provides technical assistance at the classroom and program level.

Visit Types

- Technical Assistance
- Roster Verification Visit
- Program Visits
- Site Visits

Additional Support

- PreK@dec.al.ga.gov
 - Pre-K policy questions
- 1-833-354-HELP or inclusion@dec.al.ga.gov
 - Modified day, extended suspension, disenrollment
- Panda.Support@dec.al.ga.gov
 - Panda login credentials
- Panda.Rosters@dec.al.ga.gov
 - Teacher and student data entry questions
 - Addressing duplicate issues

Additional Support

- Panda.Teachers@dec.al.ga.gov

- Teacher credential and CYE questions

- Gapds@dec.al.ga.gov

- Georgia Professional Development System and Training Questions

- Panda.Recon@dec.al.ga.gov

- Expenditure requirements, reconciliation report

GAPDS Enrollment Questions/Account Assistance

- Questions regarding enrolling in the GaPDS or assistance with an account should be directed to GaPDS Support at gapds@dec.al.ga.gov or 404-267-2760

Credentials/GaPSC Certification Questions

- Questions regarding credentials or assistance with teacher certification should be directed to gapds@gapsc.com or
404-334-6461 Metro Atlanta or Out of State
1-866-258-7737 Georgia except for Metro Atlanta

- Pre-K Consultant of the Day
 - 404-656-5957
- Pre-K Roster Analyst of the Day
 - 404-656-5957

Pre-K New Director Training

Pre-K Basics

